



Teamwork and Team Building

Full Day Course
9:00am – 4:00pm

• Topics Covered:

Module One: Getting Started

Icebreaker
Ground rules
The parking lot
Workshop objectives
Action plans and evaluation forms

Module Two: Defining Success

What is a Team?
Factors For Success
An Overview of Tuckman and Jensen's Four-Phase Model

Module Three: Types of Teams

The Traditional Team
Self-Directed Teams
E-Teams

Module Four: The First Stage of Team Development – Forming

The Hallmarks of This Stage
What To Do As A Leader
What To Do As A Follower

Module Five: The Second Stage of Team Development – Storming

The Hallmarks of This Stage
What To Do As A Leader
What To Do As A Follower

Module Six: The Third Stage of Team Development – Norming

The Hallmarks of This Stage
What To Do As A Leader
What To Do As A Follower

Module Seven: The Fourth Stage of Team Development – Performing

The Hallmarks of This Stage
What To Do As A Leader
What To Do As A Follower

Module Eight: Team-Building Activities

The Benefits and Disadvantages
Team-Building Activities That Won't Make People Cringe
Choosing a Location for Team-Building

Module Nine: Making the Most of Team Meetings

Setting the Time and Place
Trying the 50-Minute Meeting
Using Celebrations of All Sizes



Module Ten: Solving Problems as a Team

The Six Thinking Hats
Encouraging Brainstorming
Building Consensus

Module Eleven: Encouraging Teamwork

Some Things to Do
Some Things to Avoid
Some Things to Consider

Module Twelve: Wrapping Up

Words from the Wise
Review of Parking Lot
Lessons Learned
Completion of Action Plans and Evaluations



Course Details:

Booking Information:

To reserve a place in this course please contact Envisage Training or visit our website to enrol online.

Envisage Training:

- Computer Training
- ICT & Software Applications
- Instructor-Led Online Training
- Professional Development
- Room & Equipment Hire
- Training Needs Analysis

Delivery Modes:

- Scheduled Courses
- In-House & On-Site
- Instructor-Led Online Training
- Customised Courses



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TTB

Duration:

1 Full Day

Who should attend:

For most of us, teamwork is a part of everyday life. Whether it's at home, in the community, or at work, we are often expected to be a functional part of a performing team. This workshop will encourage participants to explore the different aspects of a team, as well as ways that they can become a top-notch team performer.

Related Courses:

Why not extend on what you have learned in this course? Envisage Training's basic, intermediate, and advanced ICT courses will provide you with the training needed to give you every advantage.

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